



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

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## STAFF SERVICES ANALYST

**\$2,817 - \$4,579**

**CORPORATE AND REGULATORY AFFAIRS BUREAU  
SAN FRANCISCO**

### RESPONSIBILITIES:

Under the direction of the Chief Deputy and the Deputy Commissioners for the Corporate and Regulatory Affairs Bureau (CARAB) and the Rate Regulation Branch (RRB), the incumbent will provide analytical and administrative assistance on sensitive departmental and administrative issues and provide first-line report to the Chief Deputy and Deputy Commissioners. The incumbent will coordinate clerical and technical support with other departmental offices as needed for the Chief Deputy and Deputy Commissioner projects.

### DESIRABLE QUALIFICATIONS:

- Ability to use sound judgement and exercise a high degree of initiative
- Independently handle multiple priorities effectively
- Excellent writing and verbal communication skills
- Ability to work cooperatively with other staff in a team environment
- Excellent interpersonal, organizational, and analytical skills

### WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES ANALYST, PSN # 413-298-5157-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3309 or email – [Maria.Fuentes@insurance.ca.gov](mailto:Maria.Fuentes@insurance.ca.gov)

11/26/13MF

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### DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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**FINAL FILING DATE:** Thursday, December 12, 2013 – by 5p.m.

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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